



SUFFOLK COUNTY ONE-STOP EMPLOYMENT CENTER CAREER WIZARD

Employment and Job Search Strategy Guide

How to Submit an On-line Job Application Workshop - Many employers require job applicants to complete an on-line job application (hard copy applications may no longer be available). This requires a minimum level of computer literacy for all job seekers, an e-mail address, and an ability to navigate around a

company's web site. In a workshop setting, under the guidance of an instructor, you will be completing your own applications. **A MUST-ATTEND WORKSHOP FOR ALL!**

☆ **Mini-Computer Workshop** - To make the best use of any One-Stop Center, a job seeker needs to know how to navigate within a web site, open up icons, and enter information onto screens. Not only are job listings available on-line (which is the best way to view them), but so is other critical job search information. **IF YOU LACK COMPUTER SKILLS, THIS WORKSHOP IS FOR YOU!**

☆ **Vocational Training** - For those that qualify, vocational training may be available for Automotive Maintenance, A+ Certification, CADD, Certified Nurse Assistant, Electrical Training, Medical Assistant, Office Technology, Tractor Trailer Driver and more.

☆ **Career Workshops** - Featuring topics such as Networking (the #1 way to get a job), Interviewing, Resume Writing, Cover Letter Writing, and so much more.

Visit www.suffolkcountyny.gov/labor to view our current **Career Workshop offerings and Calendar**. Find out more about how we can help with your job search. Call 631-853-6600.

CAREER/LIFE SUCCESS- *Advice for 2006 and Beyond from Joy Salberg*

All success in life is based on the following three things:

- ✓ An understanding of what you want, and why you want it.
- ✓ A strategy for success.
- ✓ Willingness to take positive action within a time frame, regardless of immediate success.

Take the time to figure out what you want out of your life and your career, and why you want it. Too often, we live our lives never asking ourselves these questions, and never spending the personal time to figure out our answers. 2006 can be the beginning of the rest of your life, the point where you cease being in a job because of happenstance!

All successful people develop a "strategy for success". Likewise, job seekers need to develop a strategy for their job/career success. The professional and highly skilled career counselors at the Suffolk County One-Stop Employment Center are here to guide and help you. Take advantage of our expertise!

Everyone has heard the phrase "no action is an action". Ultimately, all happiness in life and career depend on your willingness to act. Visit our center this month. Check out our current schedule of Career Workshops and events. Make your life happen!

When Apple Computer founder **Steve Jobs** was ill with pancreatic cancer, what kept him going, what gave him his positive energy and his will to survive was the thought that each day was the best day of his life-he worked to both make it and interpret it that way. I have totally adopted this philosophy into my life/career, and have found it gives me enormous positive energy and focus.

Make 2006 the best year in your life/career! Act positively and stay focused! Check out our calendar of Career Workshops. Most importantly, make a point of visiting us soon! Best wishes for the New Year!

Joy Salberg has 28-years of Human Resources/Career Coach experience.





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RESUME TIPS FROM BOB SMITH

15-Year Human Resources Professional and Career Coach

The thought of writing a resume intimidates almost anyone. It's difficult to know where to start or what to include. It can seem like an insurmountable task. Here are five tips to help you not only tackle the task, but also write a winning resume.

Determine your job search objective prior to writing the resume. Once you have determined your objective, you can structure the content of your resume around that objective. Think of your objective as the bull's-eye on which to focus your resume. If you write your resume without having a clear objective in mind, it will likely come across as unfocused to those that read it. Take the time before you work on your resume to establish a clear objective.

Think of your resume as a marketing tool. Think of yourself as a product, potential employers as your customers, and your resume as a brochure about you. Market yourself through your resume. What makes you valuable to an employer and how are you unique? Make sure to convey this information in your resume.

Use #'s, \$'s and %'s. Numbers, dollars and percentages stand out in the body of a resume. Use them! Here are two examples:

Managed a department of 12, with a budget of \$1,000,000.

Increased sales by 25% in a 15-state territory.

Have someone else review your resume. Because you are so close to your situation, it can be difficult for you to hit all your high points and clearly convey all your accomplishments. Have someone review your job search objective, your resume, and listing of positions that interest you. Encourage them to ask questions. Their questions can help you to discover items you inadvertently left off your resume. Revise your resume to include these items. Their questions can also point to items on your resume that are confusing to the reader. Clarify your resume based on this input.

Submit your resume to potential employers. Use a three-tiered approach. Apply for some jobs that appear to be beneath you. Perhaps they will turn out to be more than they appeared to be once you interview for them. Or perhaps once you have your foot in the door, you can learn of other opportunities. Apply for jobs that seem to be just at your level. You will get interviews for some of those jobs. See how each job stacks up. Try for some jobs that seem like a stretch. That's how you grow--by taking risks. Don't rule yourself out. Trust the process. Good luck in your job search!

One-Stop Career Calendar				
Hauppauge/Patchogue				
Monday	Tuesday	Wednesday	Thursday	Friday
2 HOLIDAY CLOSED	3 9:30 am Cover Letter Workshop (H) 2-4 pm VESID Rep (H)	4 9:00 am Interviewing Techniques (P) 9:30 am Job Fair (H) 1:30 pm Job Path Club (H)	5 9:30-2 VESID Rep (P) 10 am Confidence Building (P) 2-4 pm VESID Rep (H)	6
9 9-11 Abilities Benefits Rep (H) 9:30 am Internet as a Job Search Tool (H) 1:00 Interviewing (H)	10 10 am Trials and Tribulations of the 40+ Worker 1:30 pm Resume Writing Part 1 (P) 2-4 pm VESID Rep (H)	11 10 am Resume Improvement (P) 1:30 pm 12 Ways to Land Your Next Job (H)	12 9:30-2 VESID Rep (P) 1:30 pm Career Change (P) 2-4 pm VESID Rep (H)	13 9:30 am Networking (H) 10 am Resume Writing Part 2 (P) 1PM Resume Wkshp (H)
16 HOLIDAY CLOSED	17 9:30 am Cover Letter Workshop (H) 1:30-3:30 SC Community College Rep (H) 2-4 pm VESID Rep (H)	18 9:00 Interviewing Techniques (P) 9:30 am Job Fair (H) 1:30 pm Job Path Club (H)	19 9:30-2 VESID Rep (P) 10 am Networking (P) 9:30 am Obtaining a Job and Keeping It (H) 1 pm Resume Workshop (H) 2-4 pm VESID Rep (H)	20 9:30 am On-Line Job Applications (H)
23 1:00 pm Salary Negotiations(H)	24 10-12 SC Office Aging (H) 10:30 am Health Insurance Options (H) 1:30 pm Resume Writing Part 1 (P) 2-4 pm VESID Rep (H)	25 10 am 40+ Job Seeker Workshop (P) 10,11,&12 Career Quest-Police Dept Challenges & Obstacles of the 2006 Job Seeker (H)	26 9:30-2 VESID Rep (P) 10 am Cover Letter Workshop (P) 1 pm Resume Workshop (H) 1:30 pm Career Change (P) 2-4 pm VESID Rep (H)	27 10 am Resume Writing Part 2 (P)
30 9:30 am Internet as a Job Search Tool (H) 1:00 pm Transferable Skills(H)	31 9:30 am Cover Letter Workshop (H) 2-4 pm VESID Rep (H)			

H=Suffolk County One-Stop Employment Center at Hauppauge. Call 631-853-6600 for more information or to register
P=Workforce NY One-Stop Career Center at Patchogue. Call 631-687-4818 for more information or to register.

Auxiliary aids and services available upon request to individuals with disabilities

An Equal Opportunity Employer Program